

# Sharing Laptops on Reviews

PRISM 2006 Software Information Guidance #3  
November 11, 2005

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# I. Background

By design, the PRISM 2006 software tracks the information you enter each time you log in. The software also recognizes each time you log in as a new instance for which data are to be stored.

As a result, logging into one computer using your username, then logging into another computer with your username **WITHOUT** formally ending your first session on the system may cause significant problems. It is critical that you formally terminate each session when using another person's computer, or allowing another person to use yours.

**This is done by synchronizing your computer with the next computer you use, or synchronizing both computers with the RC's computer.**

The first week of reviews demonstrated that significant problems arise when laptops are not properly shared by team members. The software has been modified to correct for some of the issues that arose. Despite these modifications, it is important that you adhere to the following guidelines to avoid complications that might arise when multiple users share a single computer.

## II. Guidelines for Using Laptops on Review Teams

1. Ideally, each Review Team member uses ONLY his/her laptop throughout a review. This is the easiest way to keep your data straight.
2. If you share a laptop with another user, try to use the same computer throughout the review.
3. If you use more than one laptop during a review, please follow these guidelines:
  - Do not double-click (open) on the review on the second computer without synchronizing first! Synchronize from the "select review" page that appears when you first log on with your username.

## II. Guidelines for Using Laptops on Review Teams

(continued)

- Please note: If you are not able to synchronize with the previously used computer, you must not work on a new one.
- *It is critical that you close out the previous session by synchronizing the computer.*
- This is especially important if team members might be working at different sites.

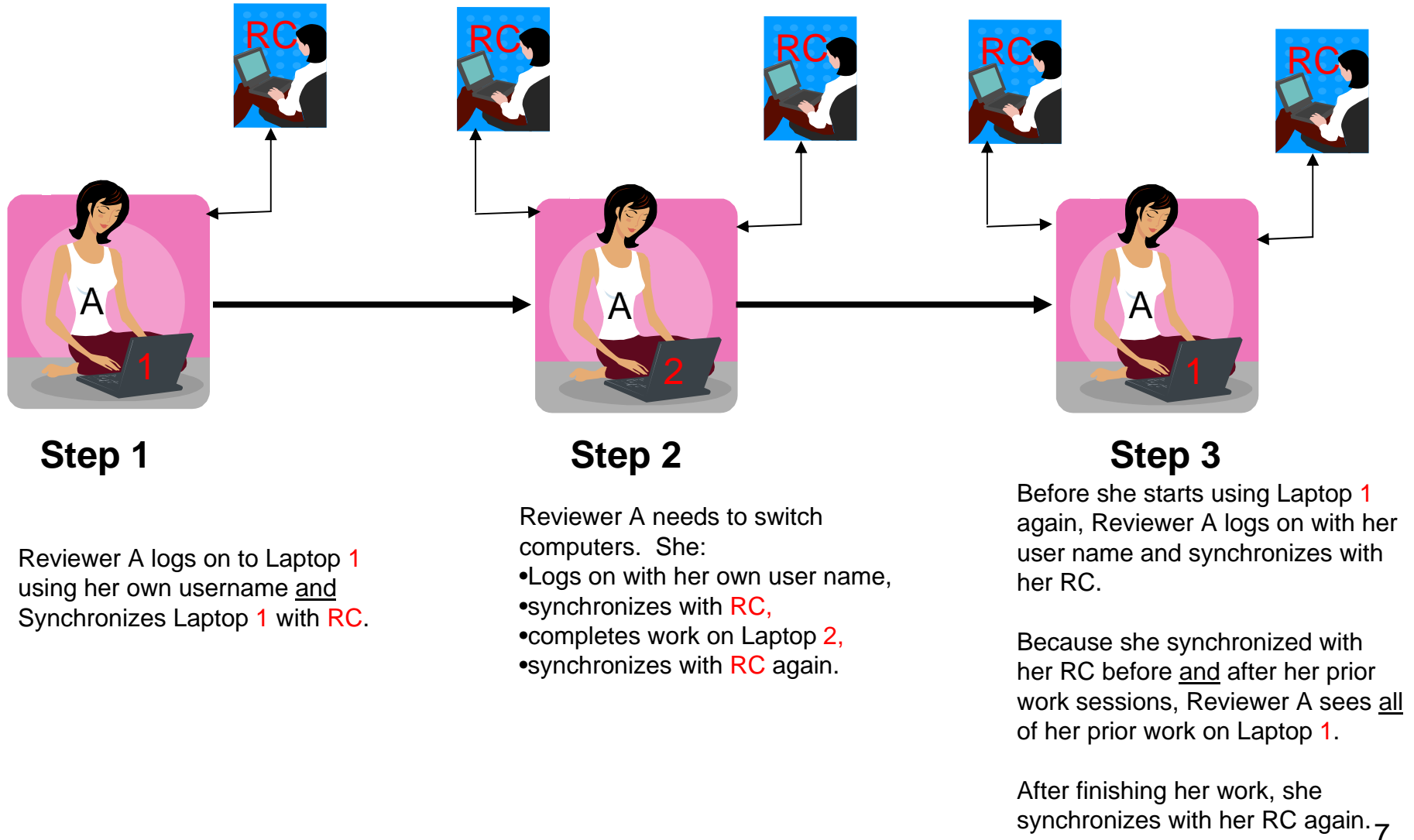
### III. Sharing Computers - Scenarios

The scenarios on the following pages are designed to depict "right" and "wrong" ways to share computers.

The pictures in these scenarios are in color. They are clearest if they are reviewed online or in color-printed hard copy.

# One Reviewer Using Multiple Laptops

## Scenario 1: RIGHT!



# One Reviewer Using Multiple Laptops

## Scenario 2: **WRONG!**



### Step 1

Reviewer A logs on to Laptop **1** using her own user name.



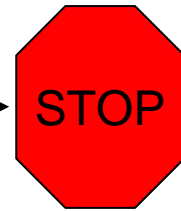
### Step 2

Reviewer A then logs on to Laptop **2** using her own user name and does more work.



### Step 3

Reviewer A goes back to working on laptop **1**, logging on With her own user name again.

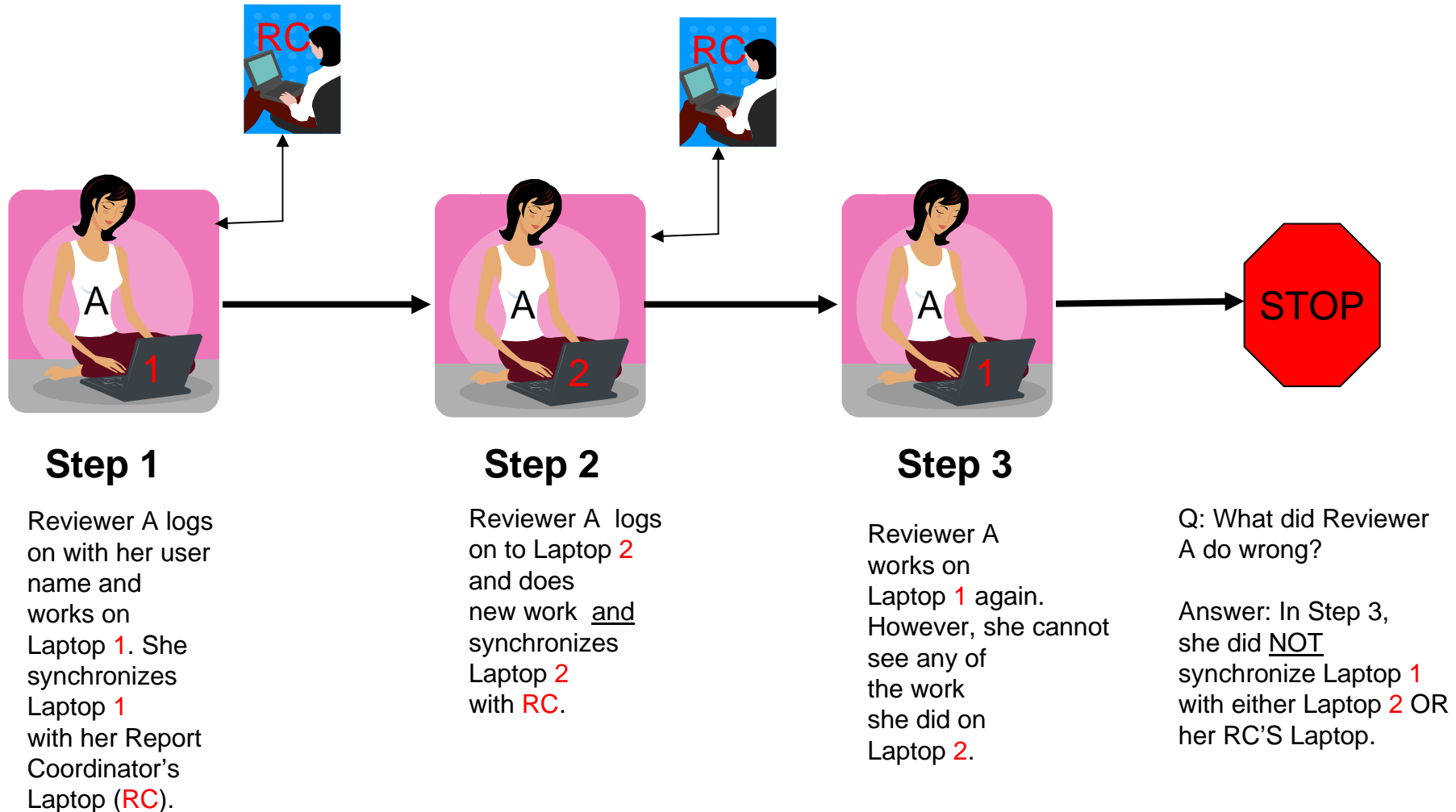


Reviewer A cannot see her work on Laptop **1** because she never synchronized Laptops **1** and **2**.



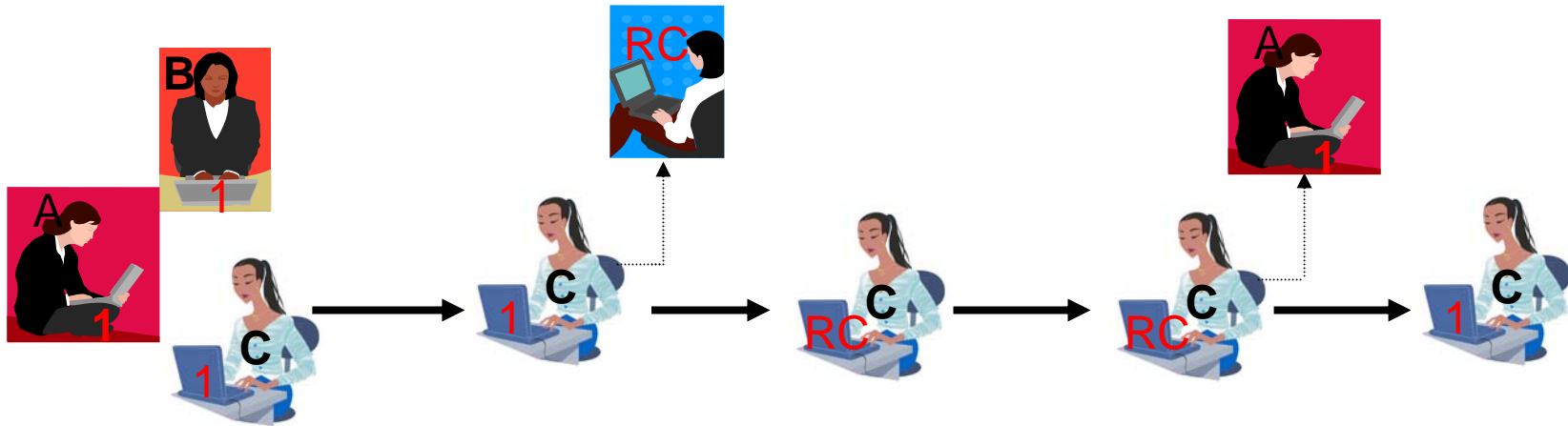
# One Reviewer Using Multiple Laptops

## Scenario 3: **WRONG!**



# Several Reviewers Using Several Laptops

## Scenario 4: RIGHT!



### Step 1

Reviewer A logs on to Laptop 1 with her user name. She finishes her work and logs out.  
Reviewer B logs on to Laptop 1 with her user name, completes work and logs out.  
Reviewer C logs on to Laptop 1 with her user name, completes some work and logs off.

### Step 2

The RC needs to attend an interview and offers her laptop to her team.  
Reviewer C synchronizes Laptop 1 with the RC's laptop.

### Step 3

Reviewer C logs on to the RC's laptop with her user name and begins work.

### Step 4

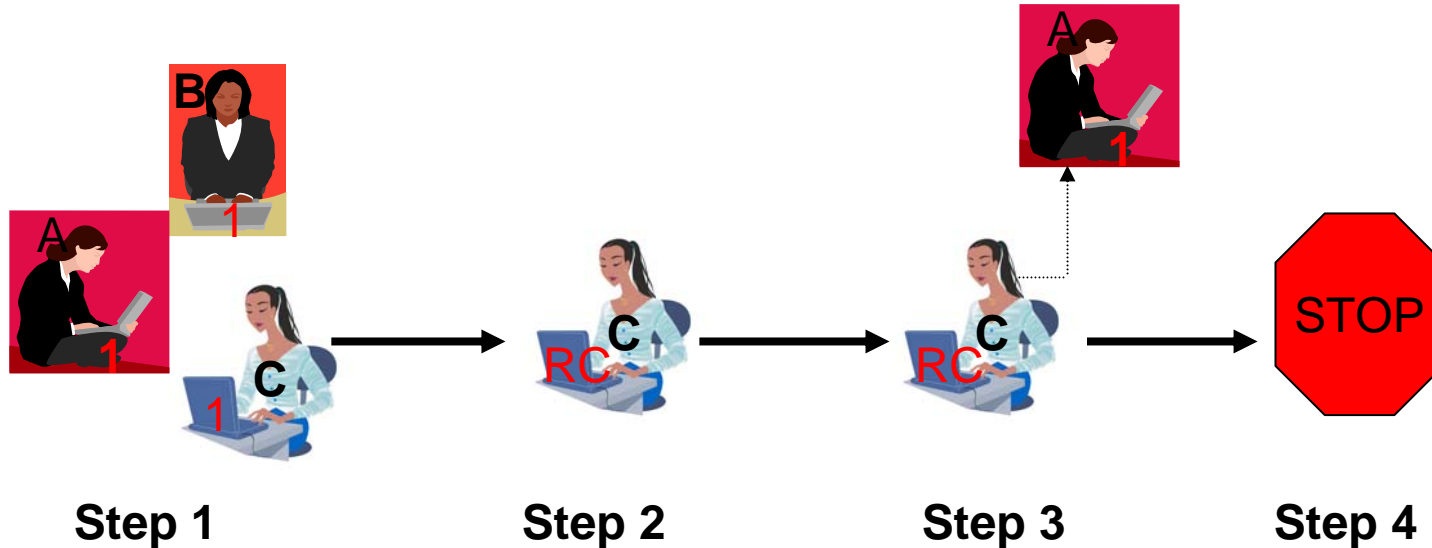
Reviewer C synchronizes the RC's laptop with Laptop 1 to ensure that her most recent work resides on both laptops.

### Step 5

Reviewer C continues her work on Laptop 1 logging on with her user name.

# Several Reviewers Using Several Laptops

## Scenario 5: **WRONG!**



Reviewers A, B and C share Laptop 1. Each logs on with her user name, completes her work and logs out.

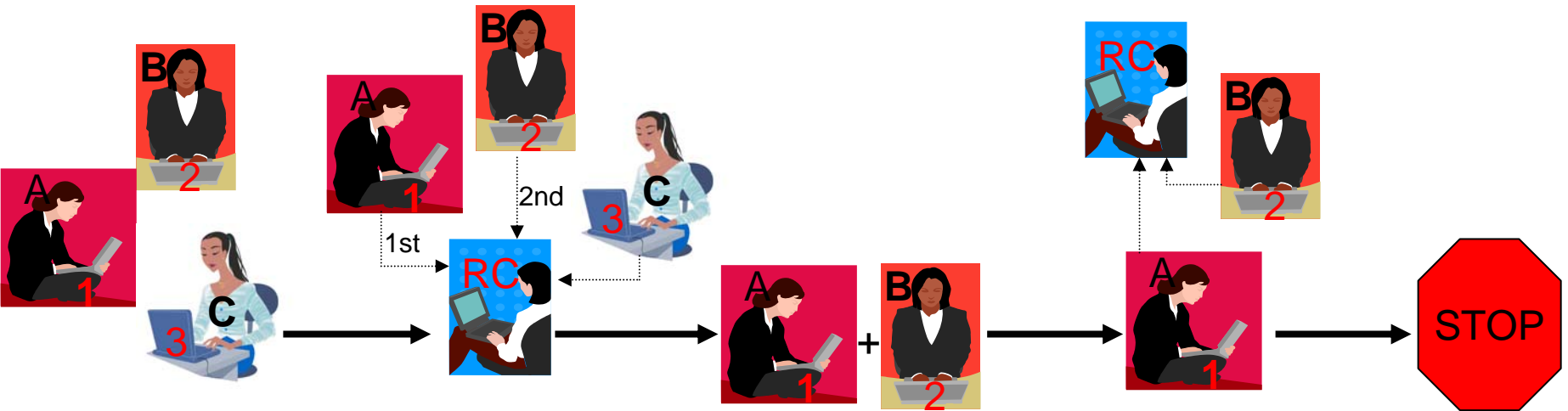
The RC leaves for a meeting and Reviewer C uses the RC's laptop. Reviewer C logs on with her user name, continues to work on the checklist/question she started on Laptop 1, and logs out.

The RC returns and needs her laptop. Reviewer C tries to synchronize the RC's laptop with Laptop 1.

An error message appears and the synchronization is not completed. Why? Reviewer C worked on Laptop 1 and the RC's Laptop without synchronizing the two computers. Each computer 'thinks' it has the initial version of her work and this conflict prevents synchronization. 11

# Several Reviewers Using Several Laptops

## Scenario 6: **WRONG!**



They fail.  
Why?  
In Step 2,  
A and B did NOT  
synchronize with  
the RC after  
Reviewer C  
synchronized.  
So their laptops  
never received  
C's work which  
the RC's  
laptop has.

# FINAL REMINDERS!

1. Always use your own username when using PRISM 2006 Stand-Alone Interface.
2. If you must switch computers, make sure the computer you previously used and the computer you are about to use have been synchronized OR both computers have been synchronized with the RC's computer before you start work.
3. Contact the PRISM Help Desk ([PRISMhelpdesk@lewin.com](mailto:PRISMhelpdesk@lewin.com) or 1-800-518-1932) either prior to the review or on Monday morning if you are unclear on how team members can share computers.